

DEPARTMENT OF JUVENILE JUSTICE AND DELINQUENCY PREVENTION
ADMINISTRATIVE SERVICES DIVISION

Program Records Retention and Disposition Schedule

The Program Records Retention and Disposition Schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the


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do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. **Public records including electronic records not listed in this schedule or in the *General Schedule for State Agency Records* are not authorized to be destroyed. The**

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agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

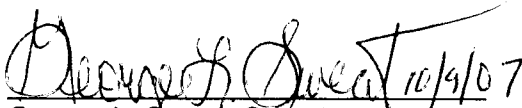
APPROVAL RECOMMENDED

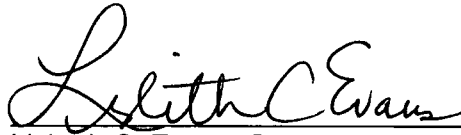

James Converse, Chief Records Officer
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Delinquency Prevention


John Eley, Director
Administrative Services Division


David Brook, Director
Division of Historical Resources

APPROVED


George L. Sweat, Secretary
Department of Juvenile Justice and
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Lisbeth C. Evans, Secretary
Department of Cultural Resources

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Item 48059. Litigation File. Records involving litigation in which the department is a party. File includes reference copies of legal opinions, briefs, affidavits, records on appeal, exhibits (such as photographs and medical records), and other legal documents; correspondence; information regarding court proceedings and other related records. (Comply with applicable provisions of G.S. 7B-3100 regarding confidentiality of juvenile records and with applicable provisions of G.S. 130A-12 regarding confidentiality of medical records.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when legal and reference value ends. Records will be held for agency in the State Records Center 10 additional years and then destroyed.